



CITY OF LONG BEACH

EMPLOYMENT OPPORTUNITY

Community Program Specialist II (Full Time/Unclassified)

Contracts and Grants Assistant - Community Health Bureau

\$24.879 - \$33.787 per hour

DEPARTMENT OF HEALTH & HUMAN SERVICES

POSITION:

The City of Long Beach Department of Health and Human Services, Community Health Bureau, Homeless Services Division, is recruiting for a full time Community Program Specialist II to work as a Contracts and Grants Specialist. Under the direction of the Homeless Services Officer, this position plays a critical role in monitoring and providing oversight to grants in the Homeless Services Division. Major grants include:

Continuum of Care (CoC), Homeless Veterans Initiative, Emergency Solutions Grant (ESG) and the Homeless Prevention Initiative. The position is located at the Main Health Department, 2525 Grand Avenue, Long Beach, CA 90815.



EXAMPLES OF DUTIES:

- Develops and provides oversight for Requests for Proposals (RFPs) and contracting for vendors, subcontractors, and other agencies as needed.
- Monitors and interprets local, state, and federal regulations to ensure compliance for all grant funded programs.
- Researches, analyzes and interprets policies and procedures as they relate to the Homeless Services Division.
- Reviews data and performance management to ensure grant compliance and deliverables.
- Creates invoices/billings and validates expenditures for the Homeless Veterans Initiative, ESG, and the Homeless Prevention Initiative.
- Monitors, facilitates and evaluates participant involvement in grant programs.
- Develops and implements policies, protocols, and procedures for the Homeless Services Division.
- Interfaces with and coaches funders to maximize grant funding.

- Generates reports, applications, documents, subcontract agreements, and other administrative material for grants.
- Performs other related duties as required.

QUALIFICATIONS:

- Graduation from an accredited college or university with a Bachelor's Degree in Public Policy, Public Health, Public Administration, or related field.
- One (1) year of full-time professional experience with contracts and grants management. A Master's Degree may be substituted for one (1) year of professional experience.
- Valid California motor vehicle operator license.

SUCCESSFUL CANDIDATES WILL DEMONSTRATE:

- Excellent written, verbal, and interpersonal communication skills.
- Ability to work independently with general supervision and exercise sound judgment.
- Experience with policy interpretation, implementation, and creation.
- Knowledge of and experience with contract management is desirable.
- Experience with fiscal and programmatic reporting to funders.
- Ability to work within deadlines, manage multiple assignments, and set appropriate priorities.
- Excellent customer service skills.
- Proficiency in e-mail and Microsoft Office, including Word, Excel and PowerPoint.

APPLICATION PROCESS:

This recruitment will close at **4:30 p.m.** (Pacific Time) on Friday, **April 22, 2016**. To be considered, please email a letter of interest, and resume to the email address below. Please include **"Req HE16-070 CH Contracts and Grants Assistant"** in the email subject line.

LBDHHS-JobApplications@longbeach.gov

Resumes will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered.

(Req. HE16-070)

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.

If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4009. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.